

## **Executive Administrative Assistant 2**

### **Overview**

The Division of TennCare is currently seeking an Executive Administrative Assistant 2 that will report directly to the General Counsel. The Division of TennCare, Tennessee Department of Finance and Administration, is made up of the Bureau of TennCare (the Tennessee Medicaid program), the Office of eHealth Initiatives, the Strategic Planning Initiatives Group and CoverKids. The Office of the General Counsel (OGC) is responsible for providing legal advice and services throughout TennCare. OGC is made up of four parts – the Federal, State, Regulatory and Administrative Judge Units – consisting of approximately fifty-five employees.

### **Position Description**

OGC is looking for an individual with experience providing administrative support to a busy, high level executive who can enhance the effectiveness of OGC by providing daily office support through many administrative and clerical duties. Responsibilities to OGC as a whole include procurement activities for the division and managing inventory; managing office mail and correspondence; serving as the division's liaison to human resource, which involves a number of human resources tasks including oversight of time and labor processing activities for the division employees and applying electronic timesheet approvals. This individual will be required to utilize appropriate computer programs (Word, Outlook, PowerPoint, Excel, Visio, etc.) to accomplish administrative activities and demonstrate correct writing techniques: spelling, grammar, punctuation, use of speech, and sentence construction. In addition, this person will also be required to prepare records, reports and correspondence to meet agency needs and ensure accuracy, completeness and adherence to standards. This person will also answer and manage the direct OGC phone line.

### **Requirements**

This Executive Administrative Assistant 2 should be able to maintain excellent professional and inter-personal relationships, and have the ability to multi-task when priorities are changed and be amenable to assuming a wide variety of special assignments as directed. The individual must be able to prioritize conflicting needs, handle matters expeditiously and proactively, and follow-through on projects to successful completion within established deadlines. In order to be successful, the person in this role must be detail oriented and have demonstrable organization, facilitation and communication skills. The ideal candidate must be a very strong written communicator, often writing emails and reports on behalf of the General Counsel. Finally, this individual should possess leadership qualities as this position interacts with various state agencies, employees and the general public. Although legal experience is not required, it is strongly preferred.

Education and Experience: Graduation from an accredited college or university with a bachelor's degree AND experience equivalent to four years of full-time increasingly responsible professional staff administrative work.

Substitution of Experience for Education: Qualifying full-time increasingly responsible sub professional, paraprofessional, or professional experience may be substituted for the required education on a year-for-year basis, to a maximum of four years.

The Tennessee Department of Human Resources title for this position is Executive Administrative Assistant 2.

This is an Executive Service position and all persons interested must submit a resume along with a cover letter via email to: [hcfa.ogc@tn.gov](mailto:hcfa.ogc@tn.gov).

*"Pursuant to the State of Tennessee's policy of nondiscrimination, TennCare does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its program service or activities."*